

**Central Virginia Planning District
Commission
Draft Minutes**

March 17, 2022; 5:00 p.m.

CVPDC Offices

828 Main Street, 12th Floor

Lynchburg, VA 24504



Members Present:

Robert Hiss, Bedford County

Bruce Johannessen, Bedford Town

Megan Lucas, Lynchburg Regional Business Alliance (attendance via Zoom)

Sara McGuffin, Amherst Town (attendance via Zoom)

Dean Rodgers, Amherst County

Frank Rogers, Campbell County

John Sharp, Bedford County

John Spencer, Appomattox County, proxy for Susan Adams

Mayor Dwayne Tuggle, Amherst Town

Dr. Treney Tweedy, Lynchburg City, Chair

Drew Wade, Amherst County

Charlie Watts, Campbell County

Reid Wodicka, Lynchburg City, proxy for Wynter Benda

Members Absent:

Roxanne Casto, Appomattox Town

Mayor Richard Conner, Appomattox Town

Trevor Hipps, Appomattox County

Wayne Mitchell, Altavista Town

Hon. Mark Peake, State Senate

Gary Shanaberger, Altavista Town

Russell Thurston, Brookneal Town

Bart Warner, Bedford Town

Staff and Others Present:

Alec Brebner, CVPDC Executive Director candidate

Gary Christie, CVPDC

Robin Craig, CVPDC

Ted Cole, Davenport Inc., LLC

Tonya Hengeli, CVPDC

Kelly Hitchcock, CVPDC

Nat Marshall, Chair, Workforce Development Board (attendance via Zoom)

Ben Packett, Robinson, Farmer, Cox Associates (attendance via Zoom)

1. Welcome

Chair Treney Tweedy called the meeting to order at 5:00 p.m. She recognized Drew Wade from the Amherst County Board of Supervisors for his first meeting since being appointed to the Commission.

2. Consideration of Any Requests for Electronic Meeting Participation

Frank Rogers made a motion, which was seconded by Dwayne Tuggle, to allow Sara McGuffin and Megan Lucas to participate electronically. The motion passed unanimously.

3. Resolution of Appreciation for Matt Perkins, Special Projects Manager

Gary Christie explained that Matt Perkins has been with the CVPDC for about ten years. He is leaving to take on the role of Assistant Town Manager of Altavista. Gary explained that often a PDC shapes new leaders and prepares them for a job in the public sector.

Chair Tweedy presented the resolution and thanked Matt for his service. John Sharp made a motion to approve the resolution, which was seconded by John Spencer. The motion passed unanimously.

4. Minutes of January 20, 2022

Upon a motion by Reid Wodicka, seconded by Drew Wade, the minutes of the January 20, 2022 meeting were approved.

5. Financial Update

a. Financial Report through January 31, 2022: Gary Christie gave some highlights from the financial report. We should be at 58% in our revenues and expenditures monies spent, but we have not met some of our revenue streams. We have been short a planner since September and our Transportation Planner, Ada Hunsberger, has been on maternity leave. Therefore, we have not been able to bill everything that we would bill if we were at full staff. We have been focusing our billing time on those areas that do not carry over. Gary said we are likely to end the year in the red and draw from some of our reserve.

Frank Rogers asked if they are hitting the reserves because they cannot charge against the grants and then hit the grants next year because they will still be available. Gary said yes but the next year's monies are not likely to go back into reserves because they are one-time projects. Gary said we will have excess monies next year for these one-time projects. Most likely they will utilize consultants rather than in-house staff. They do not make as much for their operations when they use consultants, and they will have to rebuild their reserves from other opportunities.

Dean Rodgers asked if the PDC has the money or if they will have to go ask for it. Gary said it is contracted and it will be carried over on someone's books like VDOT. Gary explained that we do not have it, but they have it pledged to us. They will be able to draw down on it and spend it when they have a contract and a vendor.

b. Auditor Report: Ben Packett with Robinson, Farmer, Cox explained that the audit work was done by a team of four auditors the week of August 23, 2021. They performed about three days of field work on site. They evaluated and tested internal controls, performed detailed testing of records and concluded on the financial statements.

Mr. Packett summarized the contents of the letter entitled "Communication with Those Charged with Governance." There were no questions or comments from the commissioners regarding the letter.

Mr. Packett summarized the unmodified audit report. He remarked that the main takeaway of the audit can be found in the opinion paragraph. "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of Central Virginia Planning District Commission, as of June 30, 2021 and 2020, and the changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

Mr. Packett mentioned that the Management's Discussion and Analysis provides a good financial analysis and some analytical comparisons to the prior fiscal year, as well as any highlights. In going over the financial statements, he explained that the unrestricted net position of \$3,560,940 represents 78 percent of operating expenses. This is an increase of last year's, which was about 56 percent. He pointed out that the net pension asset decreased about \$91,000 from the prior year. He went over the revenues and mentioned that the increase of operating revenues from 2020 to 2021 is mainly due to grant revenue. The increase in expenses is attributable to an increase in direct program expenses. There was an increase of \$1,725,932 in net position; \$1,620,883 is a capital contribution from Campbell County. That capital contribution also accounts for most of the \$1,350,859 in the net increase in cash.

Mr. Packett pointed out Note 4 on page 15 and said it is a good place to get an overall picture of the capital asset activity. Frank Rogers asked about the number of \$100,000 for land. Mr. Packett said he would have to research the depreciable schedule. Gary said it could be tower sites for the Radio Board. Mr. Packett said he could investigate that and provide an answer.

Mr. Packett remarked that it looks like the \$100,000 land has one title next to it and it is High Peak. It is listed with the Radio Board. Mr. Christie said they do not actually own land; they lease land there at High Peak. They do own the tower. Mr. Packett said he would need to see what went into that number and can get the commission the answer.

Mr. Packett pointed out Note 14 – Long Term Obligations and remarked that you can see the reduction in direct borrowings and placements from 2020 to 2021.

The internal control report says basically that the auditors disclosed no material weaknesses or any significant deficiencies or any illegal acts of which they became aware of during the audit process. He further explained that the Independent Auditors' Report or single audit contained

on pages 49 and 50 is required to be performed on federal revenues. They did not report any findings or question any costs related to their federal testing.

Mr. Packett concluded by saying the Commission's financial records were intact and accurate. The overall audit provided a clean opinion.

Gary Christie asked Mr. Packett to find out the answer to Frank Rogers' question about the land and he will circulate the answer to the commission.

Frank Rogers thanked Mr. Packett for the detailed report. He asked if the Commission, based on his work with them, is in a strong financial position. Mr. Packett said it would appear so. Mr. Packett pointed out again the portion of unrestricted net position (the percent of operating expenses that are covered by that) is 78 percent. It was 56 percent last year and the usual recommendation is that it be between 15 and 20 percent. He would point to that as a good example of the financial position of the commission.

Chair Tweedy thanked Mr. Packett for the presentation.

7. Consideration of Community Flood Preparedness and EPA Small Watershed Grants

Gary Christie explained that this is a request to use \$9,500 of the reserve funds to apply for three environmental grants. They are consultant driven since we are currently short staffed. The first grant would be to compile and compare local stormwater ordinances and develop options for consistent best practices that could be considered by the localities. The second grant would be to identify and compile flood impacted areas and have high level engineering estimates. It would allow future grant applications to have some numbers and information to back up the request for funds. The third grant application would be for funds to evaluate the portion of the James River around downtown Lynchburg to identify sediment and nutrient habitat protection practices to expand the river's opportunities for recreational uses. He explained they need a vote tonight because the grant deadlines are between now and the next PDC meeting.

Frank Rogers asked for clarification that these are planning grants and are a necessary next step for any localities that would like to pursue funding for projects. Kelly Hitchcock indicated affirmatively and pointed out that two out of the three applications would be through the Community Flood Preparedness Fund. The one looking at the James River would be through the National Fish and Wildlife Federation.

Frank Rogers made a motion to approve staff's request. The motion was seconded by Reid Wodicka and passed unanimously.

8. Closed session in accordance with Virginia Code 2.2.3711(a)(1) of the Code of Virginia for discussion, consideration, or interviews of prospective candidates for employment

Mr. Christie explained that Nat Marshall, the Chair of the Workforce Development Board would be joining the commission for the closed session as he works closely with the Executive Director of the CVPDC. John Spencer made a motion, which was seconded by Dwayne Tuggle, to go into closed session in accordance with Virginia Code 2.2.3711(a)(1) of the Code of Virginia for discussion, consideration or interviews of prospective candidates for employment. The motion passed unanimously.

A motion by Dr. Treney Tweedy, seconded by Frank Rogers, to return to open session and to certify that only those matters in the original motion were discussed was unanimously approved.

A motion was made by Frank Rogers to:

- Accept the recommendation of the Executive Committee that the Commission retain the services of Alexander Brebner as CVPDC Executive Director effective June 1, 2022
- Accept the contract as negotiated and presented between Mr. Brebner and the CVPDC
- Recognize that current Executive Director Gary Christie will be working three days at home and two days in the office during the month of May.

The motion to hire Mr. Brebner was unanimously approved by the Commission.

Frank Rogers offered a note of appreciation to CVPDC Vice Chair Mayor Dwayne Tuggle who led the Executive Committee's search process and current Treasurer Sara McGuffin for their work and leadership in the search. The Commission members present agreed with this note of appreciation.

Other business

Megan Lucas of the Lynchburg Business Alliance noted that the Central Virginia Training Center master redevelopment plan will be presented to the Amherst Board of Supervisors at their April meeting. Megan noted that Senator Steve Newman has proposed state budget amendments now under consideration which would pay off the bonds for the CVTC complex.

With no other business the meeting was adjourned until April 21, 2022.

**RESOLUTION OF APPRECIATION FOR
MATTHEW D. PERKINS, SPECIAL PROJECTS MANAGER**

WHEREAS, Matt Perkins has worked with the Commission since 2012 in a variety of positions, and

WHEREAS, Matt has served our communities and boards well managing grants in Pamplin, Amherst County and Bedford County, providing staff support to the Central Virginia Radio Board, and assisting in the office organization and the Commission's communications and social media, and

WHEREAS, Matt added to the Commission's image by designing our cardinal/regional map logo, and

WHEREAS, Matt brought strong organization, excellent customer service and conscientious detail to his work with an eye toward cost effectiveness.

NOW THEREFORE BE IT RESOLVED that the Central Virginia Planning District Commission expresses its sincere appreciation to Matthew D. Perkins for his dedication to serving our communities and the organization, and

BE IT FURTHER RESOLVED that the Central Virginia Planning District Commission expresses its heartfelt best wishes and much success as Matt undertakes a new adventure as the Altavista Assistant Town Manager and continues a career in public service.

IT IS FURTHER RESOLVED, that the Central Virginia Planning District Commission instructs its Secretary to enter this Resolution of Appreciation into the permanent record of the organization as an expression of our appreciation.

Date: March 17, 2022